



Our Values

Respect Honesty Commitment Courage

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| Position Title: | Fitness Officer |
| Directorate: | Corporate and Community Services |
| Reports to: | Recreation Operations Manager |
| Date effective: | February 2014 |
| Agreement Level: | EBA Level 3/4 |
| Position no: | FIT02 |

Values only become meaningful when they are translated into behaviours that people engage in and others can observe.

They are the cornerstone of ‘walking the talk’.

1.1 Primary functions

- To assist with the operation of the Shire’s Fitness Centres in accordance with Council Policy and health regulations to provide a safe and attractive environment for patrons.
- Assist the Fitness Supervisor to organize, supervise, coordinate and promote a wide variety of Fitness and Health programs and services with a focus on programs, classes, service delivery and healthy wellbeing at the centre and throughout the Shire.
- Assist with the service delivery, license compliance of Margaret River Recreation Centre fitness operations at both Augusta and Margaret River Recreation Centres.

1.2 Community strategic goals



1.3 Key functions and duties

| Key functions | Specific duties | % Time |
|------------------|--|--------|
| Service Delivery | <ul style="list-style-type: none"> • Assist the effectiveness of the service delivery programs and provide regular feedback and reporting when required to the Fitness Supervisor and where necessary recommend remedial action. • Assist with Schools, Healthcare professionals, Aged care, Department Sport & Recreation, Inclusion WA and relevant funding bodies for input on service provision • Undertake administration duties including recording customer enquiries and complaints, registrations, record payments, maintain attendance statistics, programing and personal evaluation of clients • Promote and undertake Personal training • Assist with fitness for work, worker’s compensation claims and injury management programs • Monitor equipment and the facility to ensure it presented to a high standard and are kept in a condition of good repair, hygiene and cleanliness • Assist with Development and implementation of innovative fitness programs, and services in response to identified needs in the community and the broader trends in the fitness industry. • Conduct Group Fitness classes in accordance with policies and guidelines • Assist the Fitness Super with the Development policies and procedures in accordance with council requirements and fitness industry regulations • Always present a positive and friendly demeanour to users of the Margaret River Recreation Centre • Research and assist with grant applications to capitalise on external funding opportunities • Assist with grant acquittals • Provide a high level of enthusiasm, commitment and professionalism in providing quality support and excellent customer service • Ability to convey clear directions and recommendations to customers | 60 |

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|---------------------------------------|---|----|
| Licensing and Regulatory Requirements | <ul style="list-style-type: none"> • Assist with Shire compliance with Fitness Australia Code of Ethics and guidelines and personal records are kept in a secure and confidential manner • Assist with Council of the Aging and other regulatory to ensure fitness services are maintained to those relevant guidelines • Ensure completion twenty (20) continuing education credits (CECs) through educational programs and professional experience over a 2 year CEC cycle that are set by the Continuing Education Scheme • Record Accident/Incidents and fulfil external reporting requirements | 5 |
| Supervision | <ul style="list-style-type: none"> • Assist with , induction, training, and development of staff • Assist with the health and safety of the fitness team • Ensure safety of self and other staff by operating equipment safely and wearing compulsory protective equipment • Carry out on-going staff re-qualifications, inductions and in house training • Provide input into work rosters and schedules | 20 |
| Emergency Management | <ul style="list-style-type: none"> • Ability to lead the fitness team and oversee emergency response procedures and development • Coordinate and deliver effective response to emergency and first aid • Assist with the fitness team and patrons during emergency evacuation exercises | 5 |
| OHS | <ul style="list-style-type: none"> • Ensure safety of self and other staff by operating equipment safely and wearing compulsory protective equipment • Ensure current Occupational Health and Safety procedures are maintained for staff and patrons within the Fitness service delivery area • Assist with occupational safety & health and risk management responsibilities for Fitness team • Assist with inspections and accident/incident investigations • | 5 |
| Financial | <ul style="list-style-type: none"> • Assist the fitness supervisor with budget preparation • Request quotes, assist with procurement and prepare financial estimates on works | 5 |

General

- Work in accordance with the Shire's defined Equal Opportunity and Anti-discrimination legislation, procedures & principles;
- Work in accordance with the Shire's defined Occupational Safety and Health legislation, procedures and principles;
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time;
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

1. Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

Delegated authority in accordance with the following:

- 2.1 [Authorisations Register - Authorisations to sign documents](#)

2. Relationships

3.1 Responsible to

Fitness Supervisor

3.2 Responsible for

3.3 Internal Stakeholders

Director Corporate and Community Services

Employees

3.4 External Stakeholders

General Public

Local Community Groups

Local Schools

Injury Management and Rehabilitation providers

Department of Education, Employment and Workplace Relations

Fitness Institute of WA

Suppliers

3. Position Selection Criteria

| 4.1 Position essentials |
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| Experience with service delivery in an Fitness Services Centre or Gymnasium |
| Demonstrated supervisory skills in Group Fitness class and programming |
| Cert III or higher in Fitness with a RTO registered with Fitness Australia |
| Organisational skills to undertake program planning and delegation within Aquatics |
| Ability to be flexible, demonstrate initiative and work effectively under pressure |
| Knowledge with Point of Sale and industry membership systems, as well as Basic knowledge of Microsoft Word, Excel and Outlook |
| Well-developed written and verbal interpersonal skills |
| Senior First Aid |
| 4.2 Position desirables |
| Knowledge in the coordination and scheduling of programmed fitness activities |
| Experience in industry software including Ezidebit, Centaman and SynergySoft |
| Ability to communicate effectively with high support needs people |
| Bronze medallion and or aquatic industry qualifications |
| Tertiary Qualification or relevant experience in exercise science, sports and exercise management or related discipline |
| Working with Children Check |
| Current WA driver's License |

5. Parties

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|-------------------------------|-------------------|--------------|
| Present Occupant Name: | Signature: | Date: |
| Supervisor Name: | Signature: | Date: |